



***Police/Fire Station Project  
Webster, MA  
Owner Progress Meeting Minutes  
#64***

September 18, 2014

Prepared by:

***CDR Maguire  
Andrew Pellegrini***

Issued:

***September 30, 2014***

***Next Meeting: October 2, 2014 @ 10:00am (Fire Station)***

Distribution:

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Ted Tetreault	Building Inspector		
Scott Charpentier	Town Engineer		

***Bold Italic names were in attendance.***

***Architect responsible for distribution to Sub-consultants***

Date	Description	Responsible	Required By	Status
<b>General Business</b>				
091814.01	Mr. Perry called the meeting to order at <b>10:17 am</b> . Attendance as indicated above.			Record
091814.02	The next meetings will be as follows, <b>Thursday October 2, 9, 16, 23, &amp; 30th at 10am (Fire Station)</b>			Record
091814.03	Motion to table the Meeting Minutes of 9/11/14. by: <b>Chief Hickey</b> Seconded by: <b>Chief Bent</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>			Record
091814.04	The meeting adjourned at <b>11:25 pm</b> . Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>			Record
<b>Finance</b>				
091814.01	Motion to approve the following payments: <b>SME: 292.50</b> <b>DRA: 11,125</b> <b>Graphics Unlimited: 986.54, 703.79, &amp; 624</b> <b>OA Aug14 App.19: 288,856</b> <b>Total: \$302,587.83</b> by: <b>Mr. McAuliffe</b> Seconded by: <b>Chief Bent</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b> <b>*Mr. Perry did not vote due to his family relationship w/Graphics Unlimited.</b>			
091814.02	Motion to approve <b>not to exceed \$6,000</b> for moisture slab testing at the Fire Dept. prior to bid. by: <b>Mr. McAuliffe</b> Seconded by: <b>Chief Hickey</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>	<b>Andrew P.</b>		Open
<b>Schedule/Construction Update</b>				
091814.01	<b>*Punch list and final landscaping are being completed.</b> <b>*E911 cutover set for 9-24-14.</b>			
<b>Fire Department Design</b>				
022014.01	TLA reported DD package has been forwarded to CDRM for peer review.  3/13/14 CDRM reported they are making progress with the peer review and will issue comments soon.			

<p>5/15/14 Rick w/TLA reported that he has received the CDRM DD Review and will be working with the Project Team to make decisions going forward.</p> <p>5-29-14 Chief Hickey stated to the Board that Windows and Doors must be replaced. Next on the list would be getting Mechanical, Electrical, Plumbing to current code. The Police side roof is worse than the Fire Side. Rick to coordinate his consultants for a meeting next Thursday June 5, 2014, 11am at the Fire Station.</p> <p>7-24-14 TLA has got the FD estimate to around \$1.6M which is within the \$1.8M of hard construction costs left in the FD Reno Budget. TBD at meeting 7-31-14 2pm whether TLA continues with completion of the construction documents.</p> <p>7-31-14 It has been determined that \$2,158,502.77 is left to date for monies to be spent of the original \$12,000,000 project budget. The Police station will be completed soon and it is projected that \$2,000,000 cash on hand will be left for Fire Dept. Renovations. Owner IT to be included with the Electrical File-Sub bid. New sump pump and new roofing on the Police side of the building are in the current scope of work.</p> <p>Motion for TLA to proceed with the construction documents with the current estimate at \$1.65M and have bid documents prepared for bidding by October 1, 2014.  by: <i>Mr. McAuliffe</i>  Seconded by: <i>Chief Hickey</i>  Discussion: <i>None</i>  Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>8-7-14 TLA is preparing Construction documents to be ready for bid October 1, 2014.</p> <p>8-21-14 Same as above.</p> <p>8-28-14 TLA still tracking Construction Documents ready for bid on October 1, 2014. CES submitted a revised Design Narrative for Mechanical and Electrical Systems dated August 22, 2014.</p> <p>9-4-14 TLA to include rough-in electric for future AC units and rough-in plumbing, electric, and hvac for future Laundry equipment. Still tracking October 1, 2014 bid.</p> <p>9-11-14 Construction documents being prepared for October 1.</p> <p><b>9-18-14 Motion to include a Natural Gas Generator with associated underground piping in the Bid set of documents.</b>  by: <i>Mr. McAuliffe</i>  Seconded by: <i>Mr. Perry</i>  Discussion: <i>None</i>  Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p><b>*It was noted that the concrete slab under the existing Fire Dept.</b></p>	<p>TLA</p>		<p>Open</p>
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	<b>offices is 16" thick.</b>			
<b>Owner Items</b>				
052914.02	Tom w/ OA brought up watering concerns about the Plantings being installed after the Planting Season. Plants will require more watering if this is the case. The Town to work with OA going forward on how this will be handled.	<b>OA/ Town</b>		<b>Open</b>
061914.01	<p>Mello has submitted a price to OA in the amount of 11-12K for new Jail Cell lights. Rick to contact Loren G. of CES to put him in direct contact w/ Steve from Mello to work on options, possible different lights with less than a 6-8 wk lead time, and possible LED options.</p> <p>6-26-14 TLA still has no response from CES. Andrew w/CDRM/ Dpty Chief Budrow to work with local electrician Bateman for possible LED options. Rick to work with CES to get an answer.</p> <p>7-3-14 Still no resolution on the Jail Cell lights. Mello has informed OA that Phillips is not making LED lamps for T5 fixtures at this time. CES to suggest a solution ASAP.</p> <p>7-24-14 Motion for TLA to contact the lighting manufacturer and confirm if the new fixtures can be shipped within 3 weeks. If it is not possible, OA to install the original fixtures.  by: <i>Gordon Forrester</i>  Seconded by: <i>Chief Bent</i>  Discussion: <i>None</i>  Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>7-31-14 TLA/ CES still have no direction for OA on the Jail Cell lights. Original fixtures will be installed per the above motion at the last meeting.</p> <p>8-7-14 CES still exploring possible options of Quick Ship fixtures.</p> <p>8-21-14 Motion to reverse the motion made on 7-24-14 (above) and install Cooper fixtures that are scheduled to ship on 9-5-14. If anything changes on 9-5-14 or there is a shipping issue, the base contract fixtures that are onsite will be installed.  by: <i>Mr. McAuliffe</i>  Seconded by: <i>Chief Bent</i>  Discussion: <i>None</i>  Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>8-28-14 Waiting for lights to ship on 9-5-14.</p> <p>9-4-14 Lights to ship tomorrow from Georgia.</p> <p>9-11-14 Lights shipped on 9-10-14 and will hopefully be on-site Tuesday 9-16-14.</p> <p><b>9-18-14 The Jail lights have been shipped and are being installed today.</b></p>			<b>Closed</b>

090414.01	<p>Town of Webster to take over the building insurance for 357 Main St. on 9-15-14.</p> <p>9-11-14 Andrew P. from CDRM has forwarded information regarding the building to the Town's Insurance company and they are in the process of finalizing with the Town.</p> <p><b>9-18-14 The Insurance policy is in place for the new Police Station at 357 Main St.</b></p>			<b>Closed</b>